

HUCC Kitchen Use Form

Date and time of access \_\_\_\_\_

Rental fee \$40.00 non members  
\$25 members

(Check made out to HUCC Women's Fellowship)

\*Official HUCC-sponsored groups need to fill out form but are not charged fee

Name(print)\_\_\_\_\_ (this person MUST be present at the function)

Name of Event \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ -

- Kitchen must be left clean and everything back in its original place.
- All kitchen utensils &/or mugs & plates removed from the cupboards are to be washed in the dishwasher before returning to the cupboards.
- Turn dishwasher off and remove food particles from the dishwasher drain and the sink drain.
- DO NOT leave any food in the refrigerator or freezer.
- Anything broken or damaged during your event must be reported to HUCC office.
- Wipe stove burners and grill clean. No cleanser on grill please.
- Wash all countertops and tables at end of event. DO NOT place hot pots/pans directly on the island. Use 2 carpet-type hot pads under them.
- All recycling, garbage and leftovers must be removed from building. A dumpster and recycling totes (for paper and containers) are on the north-west side of the building.

Your needs (check what you will be using)-----

\_\_\_dishwasher \_\_\_refrigerator \_\_\_stove top \_\_\_oven \_\_\_grill \_\_\_microwave

coffee maker\* \_\_\_30 cup pot \_\_\_110 cup pot \_\_\_hot water pot only (tea)

(\*coffee and tea not provided)

\_\_\_pots and pans \_\_\_dishes \_\_\_cups \_\_\_silverware

Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Approval Signature \_\_\_\_\_

C: women's fellowship, renter, building coordinator

Revised 1/2018